

## Quick Start Guide for Plant Finder Plant List Updating Online

### Getting Started – Activating Your Online Account

You should have received an email from the RHS Plant Finder Compiler [plantfinder@rhs.org.uk](mailto:plantfinder@rhs.org.uk) explaining that it is time to submit your online plant list for the current Plant Finder year (2021).

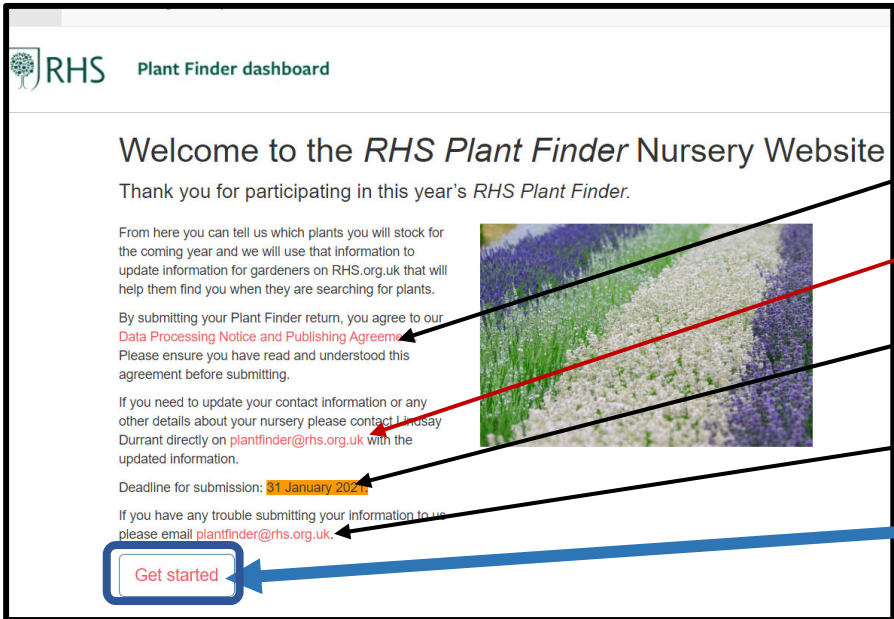
This email contains a **special activation link** that you need to click in order to activate your online nursery list. After clicking the link, you will need to enter your Nursery Code (also included in the email) and set up a password for your account. Please note this password, as you will need it each time you log in.

Please note that this activation link is used one time. After the activation link has been used and a password set the activation link will no longer work

### Logging In To Your Plant Finder Plant List

Once you have created a password and activated your plant list, you should be able to go into your plant list as many times as you want to before the submission deadline using this link <https://nursery.rhs.org.uk/>

When you first open your nursery page click the **Get Started Button**



The screenshot shows the 'Welcome to the RHS Plant Finder Nursery Website' page. The page includes the RHS logo, a 'Plant Finder dashboard' header, and a main heading. Below the heading is a thank-you message and a paragraph explaining the purpose of the site. A red box highlights the 'Data Processing Notice and Publishing Agreement' link. A red arrow points to the 'Update Nursery contact information' link. A red arrow points to the 'Reminder of the closing date' link. A red arrow points to the 'If having trouble submitting information to the RHS' link. A blue box highlights the 'Get started' button at the bottom left. A blue arrow points from the 'Get started' button to the 'Press the Get Started Button – to start editing your plant list' text in the callout box.

**Welcome Screen**

**Click Links to:**

- Data Processing Notice and Publishing Agreement
- Update Nursery contact information
- Reminder of the closing date
- If having trouble submitting information to the RHS

**Press the Get Started Button – to start editing your plant list**

There are click links on this screen to the **RHS Plant Finder Compiler**, who you will need to contact if you want to alter your contact details or are having problems submitting information to the RHS.

Contact details cannot be changed via this online Plant List and must be emailed to The RHS Plant Finder Compiler [plantfinder@rhs.org.uk](mailto:plantfinder@rhs.org.uk).

Once the **Get Started button** at the bottom of the Welcome Screen is pressed, a Data Processing Notice and Publishing Agreement Screen is displayed. Please read this carefully as by continuing you are agreeing to these uses of your data by the RHS for the specific purposes stated.

When you have read this Agreement screen, press the 'Start Adding Plants' button to access the login screen.

**The Data Processing Notice and Publishing Agreement will open**

You will automatically agree to this when you continue

**Link to RHS Privacy Policy**

You can access your plant list by pressing the **Start adding plants** button

## Data Processing Notice and Publishing Agreement

Please read carefully

In using the RHS Plant Finder system and submitting your Plant Finder return through this system, you are agreeing for the Royal Horticultural Society to process this data for purposes of the *RHS Plant Finder* (print and digital).

The RHS will publish the data you submit through this system, in the *RHS Plant Finder* (print and digital)

This includes;

- Details of the plants you offer
- Your nursery name

It also includes data you provide direct to the Plant Finder Editor including;

- Nursery contact name
- Nursery office address
- Nursery telephone/mobile number
- Nursery email address
- Nursery website address
- Nursery OS Grid ref

It is strongly recommended that you do not use personal contact details in Plant Finder, as this will be made public on our website and in the printed book.


The RHS will retain the data you provide, including any personal contact details, on our database for the duration of the time you are participating in *RHS Plant Finder* and for a period of 3 years afterwards for the purposes of contacting you about further participation.

Nursery name, postal town, county and country along with stock information (de-personalised) is retained permanently for scientific and historical research purposes and statistical purposes.

The RHS undertakes to hold all personal data securely, and commits to upholding the rights and freedoms of individuals in line with the Data Protection Act 2018. For more information on how we process and protect your personal data and your rights, please see our [RHS Privacy Policy](#) on our website.

**By continuing you are agreeing for the Royal Horticultural Society to process this data for purposes laid out above.**

[Start adding plants](#)



## Nursery Sign In

Please sign in with your Nursery Code and the password that you created during account activation.

If you are unable to sign-in or have forgotten your nursery code and/or password please contact Lindsey Durrant direct on [plantfinder@rhs.org.uk](mailto:plantfinder@rhs.org.uk) for assistance.

Deadline for submission: **31 January 2021**

Nursery Code

Password

[Sign In](#)

**Enter your Nursery Code**

**Enter your password** you created when you activated the account

**Click Sign In button** To continue and view your plant list

### If You Have Forgotten Your Password

If you have forgotten your password, please email the RHS Plant Finder Compiler [plantfinder@rhs.org.uk](mailto:plantfinder@rhs.org.uk) and ask for a new activation link to be sent to you by email.

### Viewing Your Plant List

Having logged in you will see the following screen

- For **existing** nurseries who made an entry the previous year, your plant list that you submitted for that year will be available on the website for you to amend.

- For **new or re-entry** nurseries, the table of plant names will appear blank and you will need to add in your plant lists from scratch using the drop-down plant names wherever possible accessible via the 'Add new record' button (top right of form)

**Nursery Name**

**Sign Out link at the end of a session**

**Deadline for Plant List Submission**

**Number of Plants in your list**

**Download your plant list as Excel**

**Submit and Lock ONLY after all edits for the year finished**

**Click Add a New Record to add plants to your list**

Deadline for submission: 15 January 2021 Additional notes: If you need to update your contact or any other details about your nursery please email Lindsay Durrant on [plantfinder@rhs.org.uk](mailto:plantfinder@rhs.org.uk)

Rupert's Popup Plants Sign Out Total Records: 5

ID	Genus	Plant Name	Collectors Code	Collectors No.	PF 2021	Qty	Comments	Entity	Entity Name	Modified	Created	Action
317588	Abrus	Abrus precatorius			<input checked="" type="checkbox"/>			E0068777	Abrus precatorius	18/12/2020	18/12/2020	
318506	Begonia	Begonia (Pendula Group) 'Red Giant'			<input checked="" type="checkbox"/>	33		E0206160	Begonia (Pendula Group) 'Red Giant' (T)	18/12/2020	18/12/2020	
318490	Dahlia	Dahlia 'Happy Melody'	JMH	9876	<input checked="" type="checkbox"/>	6		E0116439	Dahlia 'Happy Melody' (Ba)	18/12/2020	18/12/2020	
318506	Lobelia	Lobelia 'Trailing Blue'	JMH	2346	<input checked="" type="checkbox"/>	5				18/12/2020	18/12/2020	
318361	Viola	Viola 'Cheeky Chappy'	JMB	1234	<input checked="" type="checkbox"/>	27	This plant is new to our nursery	E0120193	Viola 'Cheeky Chappy'	18/12/2020	18/12/2020	

**Plant Record Number**

**Plant Genus, Plant Name – added via Add a New Record button (top Right)**

**All these fields are edited using the Action Buttons (pencil & paper icons to the right of each name)**  
Remove a plant from the list by unticking the name

**Codes & Names matched through the name search.**  
These will be blank for plants added via the New Plant form

**Record modified & created dates - automatically added**

**Click an Action button (pencil and paper icon) to edit the plant details for that plant**

- The 'submit and lock holdings' button should only be pressed when all changes have been made to the Plant List for the Plant Finder season. Once pressed you will not be able to go back into your list for further editing and will have to contact the RHS to reactivate your site if you submitted in error.
- The button top right corner 'Add a New Record' is used to add names to the plant list (See details with screen shots below)
- Names can be removed from the list by clicking in the Action Column (pencil and paper icon) to the right of the plant name and then unchecking the Plant Year tick box and clicking the save icon.
- Columns 2-8 are all populated by you from the 'Add a Plant to your listing form' accessed via the Add a New Record button. Please use the main Add a Plant to your listing search form first for all plants and only use the manual New Plant form if you cannot find a match using the main search form.
- Only the fields in the area outlined in red above (collectors code, collectors number, PF Year, Quantity and comments) can be edited by clicking the Action Button (pencil and paper icon next to the name).
- The columns outlined in Purple are populated automatically when names are selected from the 'Add a New Name' search and an exact match is found with a name already existing in the RHS database. These values are determined by the name initially chosen and cannot be edited subsequently.
- The modified and created dates columns are automatically populated with the dates the records were last modified and initially added to your nursery page.

The red titles of each column of the plant list page e.g. Genus or Plant Name can be clicked to sort the plant names in your list first to last by values in that column. Re-clicking the same title sorts the plant names last to first and a third click on the column title takes the plants back to their original order

### Adding a Plant Name to your plant list

Click the 'Add a new name' button top right of the screen

Home Data Processing Help

RHS Plant Finder dashboard

Deadline for submission: 31 January 2021 Additional notes: If you need to update your contact or any other details about your nursery please email Lindsay Durrant on [plantfinder@rhs.org.uk](mailto:plantfinder@rhs.org.uk)

Rupert's Popup Plants Sign Out Total Records: 2

Submit and Lock Holdings Add a New Record...

ID	Genus	Plant Name	Collectors Code	Collectors No.	PF 2021	Qty	Comments	Entity	Entity Name	Modified	Created	Action
317588	Abrus	Abrus preicatorius			<input checked="" type="checkbox"/>			E0068777	Abrus preicatorius	18/12/2020	18/12/2020	
318361	Viola	Viola 'Cheeky Chappy'	JMB	1234	<input checked="" type="checkbox"/>	27	This plant is new to our nursery	E0120193	Viola 'Cheeky Chappy'	18/12/2020	18/12/2020	

This opens a search form 'Add a plant to your listing', which allows you to search for names in the RHS database. By doing this, it ensures that the name selected is added to your list with the correct plant name styling and variants of names (duplicates) are not created in the database.

RHS Plant Finder dashboard

## Add a plant to your listing

Please attempt to locate your plant using the wizard below.

1. Type 2 or 3 characters to search for and select a genus name (**required**)
2. Enter 1 or more partial or complete terms from the name you are looking for, then use the 'Search...' button to retrieve any matching names. For example, to find *Acer palmatum* 'Dissectum Atropurpureum', put **Acer** in Genus, and **palm purp diss** in Search Term(s)
3. Select a plant name from the list (**required**)
4. Submit stock information (optional), comments (optional) and collector data (when known)

If you are unable to find your plant name here, [please use this form](#) to add a new plant record.

Genus: Viola

Search Term(s): Chappy

Plant Name: Viola 'Cheeky Chappy'

Collectors Code: JMB

Collectors Number: 1234

PF 2021:

Quantity: 27

Comments: This plant is new to our nursery

Create

[Back to Holdings](#)

At the top are some instructions as to how to search for matches with plants in the RHS database

Only click the red link if you cannot find the name using this form.

Select a Genus – start typing one

Start typing a search term for any part of the name

Click Blue Search button

Select a Plant Name from those offered

Type in a Collector code (if known)

Type in a Collector Number (if known)

Check the PF box to show a tick if that plant is available for the current plant finder season

If you have a new plant that you cannot find by searching our database then click the red hyperlink on the 'Add a Plant to your listing' form which states 'please use this form' to add a new plant.

This opens a **New Plant Record** form with the same fields as the search form but in this one everything needs to be typed in manually and will not be checked against RHS database of names. Click Create (outlined in red below) when all the fields you want to fill in are completed.

If you open this form in error there are hyperlinks (outlined in blue below) to go back to the Add a plant to your listing form or your plant holdings summary

If you want to return to your plant list, press the cancel and return to holdings link (outlined purple below)

**RHS Plant Finder dashboard**

### New plant name record

Can't find the plant name you want? Create it and add it to your listing here.

This form can be used to create a plant record with a name that cannot be located using our preferred [standard form](#).

1. Please enter the genus name (**required**)
2. Enter the species and/or cultivar names (where applicable)
3. Enter the full plant name, including any subspecies, variety or forma names and any other names you have available (**required**)

The Collector code and number can also be provided here if known.

Genus

Species

Cultivar

Plant Name

Collectors Code

Collectors Number

PF 2021

Quantity

Comments

**Create**

[Cancel and Use the Standard Form](#) [Cancel and Return to Holdings](#)

### Editing Plant Names in the Plant List View

Click this pencil icon in the **Action** column on the same line as the plant name you want to edit



**Edit Button**

ID	Genus	Plant Name	Collectors Code	Collectors No.	PF 2021	Qty	Comments	Entity	Entity Name	Modified	Created	Action
317588	Abrus	Abrus precatorius			<input checked="" type="checkbox"/>	<input type="text"/>		E0068777	Abrus precatorius	18/12/2020	18/12/2020	
318505	Begonia	Begonia (Pendula Group) 'Red Giant'			<input checked="" type="checkbox"/>	33		E0206160	Begonia (Pendula Group) 'Red Giant'	18/12/2020	18/12/2020	

The Edit icon changes to 2 new icons



**Save icon** (for when changes have been made)

**Undo icon** (to undo any changes, which have not been saved yet)

White text boxes appear in the fields which are able to be edited (columns 4-8).

Click in the required text boxes and make the edits required and then click the save icon to save the changes

You cannot edit any of the dates or the RHS database reference fields (columns 1, 9, 10, 11, 12)

If a plant in your list is not available for the current year click the edit button and then click on the tick against the name in the PF year column to remove the tick. The name will remain in your list on screen but will not appear on the website

323164	Physocarpus	Physocarpus opulifolius 'Brown Sugar'	JMB	1234	<input checked="" type="checkbox"/>	25	Stocks are lower this year	E0263039	Physocarpus opulifolius 'Brown Sugar'	08/12/2020	08/12/2020		
323148	Rosa	Rosa [Aachener Dom]			<input checked="" type="checkbox"/>			E0061755	Rosa [Pink Panther] ('Meicaplaner') (HT)	03/12/2020	03/12/2020		
323147	Rosa	Rosa abyssinica RJS		21	<input type="checkbox"/>			E0010528	Rosa abyssinica	03/12/2020	02/12/2020		
323145	Salix	Salix apoda			<input checked="" type="checkbox"/>			E0010653	Salix apoda (m)	03/12/2020	02/12/2020		

Once all changes have been made click the **Save icon**

**Undo icon**

The edited name will appear in the plant list with the saved changes.

### Logging Out for the day

When all the edits for the day are completed **Sign out** via the **Sign out hyperlink** at the top of the Plant List screen next to your nursery name.

You can log in again to add more names or edit your list.

### Submitting Your Plant List (only at the end of the PF Season)

When you have completed your plant list for the PF season and within the Plant Finder submissions date, please press the Submit and Lock Holdings button at the top of the Plant List screen, to the left of the Add a Plant button.

Once this is pressed your Plant list will be sent to the RHS and you will not be able to return to your list again to make any further changes.

If this is pressed in error, please contact the RHS Plant Finder Compiler [plantfinder@rhs.org.uk](mailto:plantfinder@rhs.org.uk)